DATE:	**5/23/2018**		POSITION #:	**PFCITX**
NAME OF INCUMBENT(S):				
JOB TITLE:	**Adjunct Instructor—Computer Hardware Support (CCRESA—Provisional)**			
DIVISION:	**Technical Careers Division**			
DEPARTMENT:	**Computer Information Technologies**			
PAY TABLE/LEVEL/GRADE:	*Enter pay level.*		REPORTS TO:	**FA9676**

STATUS: *Please click the appropriate boxes that apply.*

- ☐ Regular/Continuing
- ☐ Temporary/Limited Duration
- ☐ Full-Time (40 hrs/wk)
- ☑ Bargaining Unit: <u>MAHE</u>
- ☐ Individual Position
- ☑ Part-Time: <u>28</u> Hours/Week
- ☐ Non-Bargaining
- ☐ Pooled Position:
- ☑ Provisional/Grant Funded
- ____ No. of Employee if this position is pooled.

JOB SUMMARY: (*This section should summarize the overall purpose ("mission") of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.*)

Program Specific Job Summary

The Lansing Community College Technical Careers Division, led by exceptional faculty in over 30 program areas, is seeking individuals who possess strong knowledge and skills in their field and have a passion to share their expertise with tomorrow's emerging workforce. We focus on providing students with high quality education and training, including significant hands-on learning opportunities. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.

The incumbent in this position will teach high school students within the college setting through the Clinton RESA in the area of Computer Information Technologies (CIT). Courses include, but are not limited to, Computer Support A+, PC Hardware Troubleshooting, Computer Diagnostic Software, and Computer Information Systems. The individual will deliver CIT curriculum while utilizing best practices and web technologies to deliver instruction. The incumbent will also attend Clinton RESA in-service meetings, conduct student progress meetings with parents, maintain up-to-date State of Michigan curriculum quality documents (TRAC/CIP), attend award ceremonies, attend CIT program faculty meetings and meet requirements/responsibilities for part-time faculty per LCC-MAHE contract agreement. This is a weekday position that aligns with the Clinton RESA academic school calendar and will be held in Clinton County.

Part-time Teaching Faculty Assignments/Workload

Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits:

a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and

b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours.

c. Increases in workload will not change the part-time status of bargaining unit members.

Professional Activities and Duties

In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc., provided their workload does not regularly exceed the nominal equivalent of thirty (30) clock hours per week or 1560 clock hours in an academic year.

Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.

DIRECT REPORTS: (*If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	*Click here to enter position numbers. Use comma to separate*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

%	No.	Program Specific Duties
30	1	Assists in identifying and practicing industry-wide standards within the field of Computer Hardware Support. Provide motivation to learn through planning, enthusiasm for the subject matter, appropriate climate for learning within the classroom, relevant and current course content, and providing and understanding of individual differences and learning styles. Responsible for facilitating and pacing instruction to maximize learning while utilizing varied instructional delivery modes. Will assess learning frequently using various methods, such as questioning techniques, oral and/or written quizzes, student presentations, writing assignments, self-determined assessment instruments. If necessary, provide remediation as deemed appropriate and possible. Develop and distribute course syllabi for each course taught to each student which conveys the goals and outcomes of the course, reflects curriculum adopted by the academic area and/or program for the course, establishes and communicates challenging expectations for students, and explains the relationship of those expectations to the grading and assessment process. Establishes and maintains regular and appropriate office hours.
25	2	Develop project-based learning experiences and effectively integrate lab equipment into student learning and assessment. Develop lesson plans and teaching materials for teaching both lecture and laboratory classrooms with material being reviewed annually. Learning projects should be designed to promote the development of higher-order thinking skills in the instructional process. Maintain attendance records. Assign lessons and correct homework in a timely manner. Administer tests to evaluate pupil progress, record results, and issue reports to inform parents of student progress. Track student progress daily or weekly and in the online system. Collect and document teaching strategies and materials required for TRAC/CIP. Attend required meetings and events for CCRESA and LCC college functions. Advise

		students on curriculum, academic programs, employment and career goals as well as other matters as appropriate. Consistently meet instructional schedule and other assignments and commitments in support of the college.
<u>10</u>	3	Maintain a positive system of classroom management
<u>10</u>	4	Participate in faculty and professional meetings, educational conferences and teacher training workshops.
<u>10</u>	5	Facilitate work-based learning experiences for students (field trips, job shadows, internships, job placements).
<u>5</u>	6	Provide annual evaluation and course updates of the Computer Hardware Support curriculum.
<u>5</u>	7	Serve on a Computer Information Technologies Advisory Committee and others when necessary.
<u>5</u>	8	Perform related duties such as assisting students in selecting courses of study and counseling students in adjustment and academic problems.
	9	*Click here to enter text.*

Teaching Faculty Student Consultation/Office Hours

Teaching Faculty student consultation/office hours will be a minimum of one-quarter (¼) hour consultation per week per one (1) teaching workload hour of assigned classes. Scheduling will be the responsibility of the individual teaching faculty, while taking into account the needs of the students, the department, and the College.

Teaching Faculty with face-to-face teaching assignments must be available for face-to-face student consultation/office hours at or near the location where the course is taught provided suitable space is available.

Teaching Faculty with online teaching assignments must be available online for student consultation/office hours for those courses.

Teaching Faculty with hybrid teaching assignments must be available face-to-face at or near the location where the course is taught, provided suitable space is available, and/or online for student consultation/office hours, as determined by student preferences.

All course section syllabi will contain:

 LCC contact information (phone number and/or e-mail address) where students may contact the faculty member and

Times, modes, and/or locations available for student consultation/ office hours.

Student consultation/office hours will be posted and regularly maintained by each faculty member in the manner established by their program/department pursuant to Article IX. Participation in Governance, and will not be changed without prior written or electronic notice to the supervisor and students.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills. Must possess the ability to diversify instructional technique as required by individual student learning style and maintain a positive learning environment Must be able to develop and deliver Computer Hardware Support curriculum, utilize best practices and web technologies to deliver instruction, develop authentic learning projects, and develop and maintain contacts and partnerships with those in the industry.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Program specific education/experience:

Required:

- Bachelor's Degree and minimum two (2) years' experience in related field; OR Associate's Degree and minimum four (4) years' experience in related field
- CompTIA A+ certification

Preferred:

- Possess current Industry certification in any of the following areas: Network+, Security+, Technical Trainer Certification
- Two (2) years' experience teaching in higher education or experience in the business field as a trainer
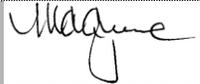
General Adjunct Instructor Requirements:

Primary duty and responsibility of teaching students in instructional settings;

Functioning as the principal source of instruction and the faculty of record in the instructional setting for a course, class, workshop, etc., offered for academic credit (i.e., designated by the College as responsible for the course, class, workshop, etc., including assigning the grade); and
Being responsible for curriculum planning and development; preparation and delivery of course content in accordance with student needs; comprehensive assessment and grading in the assigned course, class, workshop, etc., offered for academic credit.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* **Go to the ADA Checklist.**

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* **Go to the ADA Checklist.**

Incumbent's Name (if any).		Incumbent's Signature*		Date	
Supervisor's Name	**Catherine Wilhm**	Supervisor's Signature*		Date	**4/26/18**
Dean/ELT's Name	**Mark Cosgrove**	Dean/ELT's Signature		Date	**4/27/18**
Note: Signature means approval, otherwise return for signatures.					
Human Resources Rep.		HR Rep Signature		Date	
Note: Position description to be reviewed annually, upon posting or transfer of person or position.					

Lansing Community College   <u>ADA Compliance Job Description Checklist</u>

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

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Materials Used:
Standard Office Equipment:

- ☑ Computer keyboard, mouse, screen (either desktop or laptop)
- ☑ Various software (spreadsheet, word-processing, web-base, other media)
- ☑ Telephone, blackberry, fax
- Others, please list:

- ☑ Paper and Pencil/pen
- ☑ Projector and Screen
- ☑ Copier. collator, reproduction

Standard Trades Equipment:

- ☐ Carpentry   ☐ Electrical   ☐ Plumbing
- Others repair/maintenance tools, please list:

Mental Functions:

- ☑ Comparing (compare/contrast data, people, things)
- ☑ Synthesizing (combine data, concepts, interpretations)
- ☑ Computing (math calculations or carrying out formula operations)
- ☑ Compiling (gathering, classifying, evaluating data, people, things)

- ☑ Copying (entering, posting, transcribing data)
- ☑ Analyzing (examine, test data, present alternative actions)

Auditory Functions:

- ☑ Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- ☑ Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- ☑ Near acuity (at 20 inches or less when minute accuracy is essential)
- ☑ Far acuity (more than 20 inches when day and night/dark conditions are essential)
- ☐ Depth perception (3 dimensional vision, judge distances, space)
- ☐ Color vision (distinguish colors)
- ☐ Field of vision (up-down and right-left)

Smell and Tasting Functions:

- ☐ Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- ☐ Climbing   ☐ Kneeling   ☐ Reaching   ☐ Balancing   ☐ Crouching
- ☐ Grasping   ☐ Stooping   ☐ Crawling   ☐ Picking/Typing/Keyboarding
- ☑ Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
- ☐ Light (exert upt to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
- ☐ Medium (exert 21-50 lbs of force, walk/stand frequently)
- ☐ Heavy (exert 51-100 lbs of force, walk/stand routinely)
- ☐ Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- ☐ Weather (rain, snow, wind)
- ☐ Extreme cold (inside, outside)
- ☐ Extreme heat (inside, outside)
- ☐ Confined/restricted spaces

- ☐ Vibrations
- ☐ Hazards (fumes, odors, dust, toxic chemicals, allergens,
- ☐ Extreme noises
- ☐ Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Based upon www.job-analyis.net